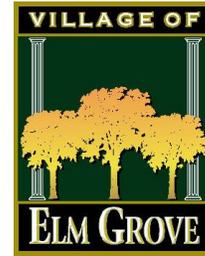


**VILLAGE OF ELM GROVE  
BUILDING BOARD  
SUBMITTAL CHECKLIST**



**ACCESSORY STRUCTURE  
(Sheds, Gazebos, etc.)**

---

**The following items must be received at Village Hall by 4:30 PM, at least ten (10) business days prior to the desired Building Board meeting.** The Village will not schedule an item for Building Board unless all items are received by this deadline. Please see the *Building Board General Information Handout* for a list of meeting dates and Village contacts. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures.

**1. Structure Plan**

- Scaled elevations from all sides, noting all exterior materials and colors.
- **Submit four (4) sets of plans** with scale no smaller than 1/8" = 1'.
- **Submit fourteen (14) sets of plans** reduced to standard, legal or ledger paper.

**2. Parcel Survey (all information listed below to be shown on the survey)**

- Location and dimensions of proposed structure.
- Distance to **all** lot lines.
- Location of neighboring structures.
- Location of well(s).
- Parcel area.
- Building footprint area (max 20% of lot, generally) **and** impervious surface area (max 30% of lot, generally).
- **Submit fourteen (14) copies** of this survey on standard, legal or ledger paper.

**3. Landscaping Plan**

- Existing and proposed landscaping with species list, number, and size.
- **Submit four (4) copies** with scale no smaller than 1/8" = 1'.
- **Submit fourteen (14) copies** reduced to 8.5" X 11" or 8.5" X 14" paper.

**4. Building Permit Fee Worksheet - Submit 1 Copy**

**5. Signed Building Permit Addendum - Submit 1 Copy**

**6. Signed Building Permit Application - Submit 1 Copy**

**7. Digital copy of structure plan, parcel survey & landscaping plan via email, USB flash drive or disk (optional)**

**8. Sample of materials and colors (to be brought to Building Board meeting)**

---

***Accessory Structure Requirements Summary***

The following is a summary of accessory structure requirements. Please see Elm Grove Code of Ordinances §335-88, §220, and §335, Article III, Zoning Districts for a complete listing of requirements.

- No more than one accessory structure allowed per property.
- Maximum area is 150 square feet.
- Maximum height is 10 feet (gazebos may be taller for aesthetic reasons).
- Materials and colors must complement the principal structure.
- Must comply with setback requirements (generally 50 ft. right of way, 25 ft. rear, and 20 ft. sides, except for Indian Hills Subdivision and properties neighboring properties with greater setbacks). **If any person desires to construct a shed closer to the lot line than the district setback requirement, the applicant shall present the Building Board with written consent of such location from each adjoining neighbor to which the structure shall be visible at any time of year.** If such written permission is not obtained, the Building Board shall delay action and schedule a public hearing on the matter.
- Sheds must be placed on a concrete slab foundation that is constructed in accordance with §106-04C(2)(a).
- Sheds are encouraged to have windows and other architectural features.
- Sheds are encouraged to be located adjacent to the principal structure or garage.
- Trees and shrubs must be used to screen sheds from surrounding right-of-ways.

**VILLAGE OF ELM GROVE  
BUILDING PERMIT FEE WORKSHEET  
ACCESSORY STRUCTURE**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Project Manager Phone: \_\_\_\_\_

Project Manager Email: \_\_\_\_\_

The following is due upon submission of materials. Please make checks payable to Village of Elm Grove.

<b>A) Building Board Submission Fee</b>	<u>    \$30.00    </u>
<b>B) Minimum Building Permit Fee</b>	<u>    \$66.00    </u>
<b>Total due at submission (add Lines A and B)</b>	<u>    \$96.00    </u>

.....  
Additional Permit Fees will be due upon issuance of permit by the Building Inspector. These fees may include, but are not limited to:

<u>Fee Type</u>	<u>Fee Amount</u>
• Erosion control	Over 300 sq ft- \$192.50, Under 300 sq ft- \$110.00
• Code of Conduct sign	\$40.00
• Penalty for starting work without permit	Double permit fee
• Failure to Call for Inspection	\$55.00
• Permit Renewal	50% of the permit fee

**Notice: Permit fees doubled for any work started without a permit.**